

GUIDE TO THE  
**Residential  
New Construction  
& Addition Application**

April 2021



**Development**  
SERVICES DEPARTMENT

*Building a Better and Safer Austin Together*

# Residential New Construction and Addition Permit Application Guide

**This guide serves to guide unfamiliar customers with how to fill out the New Construction & Addition Permit Application. Please be aware that this document follows the application on each application field from start to finish. For further questions related to the application, please direct them to the Residential Review staff at [ResidentialReview@austintexas.gov](mailto:ResidentialReview@austintexas.gov).**

## **Table of Contents**

|                                    |    |
|------------------------------------|----|
| Property Information.....          | 3  |
| Project Address.....               | 3  |
| Tax Parcel ID .....                | 3  |
| Legal Description .....            | 3  |
| Zoning District.....               | 4  |
| Lot Area .....                     | 4  |
| Neighborhood Plan Area .....       | 5  |
| Historic District .....            | 5  |
| Required Reviews .....             | 5  |
| Description of Work.....           | 11 |
| Existing Use.....                  | 11 |
| Proposed Use.....                  | 12 |
| Project Type.....                  | 12 |
| Project Description .....          | 12 |
| Trades Permits .....               | 12 |
| Total Remodeled Floor Area.....    | 13 |
| Job Valuation .....                | 13 |
| Site Development Information ..... | 13 |
| Area Description .....             | 13 |
| Building Coverage .....            | 13 |
| Impervious Cover.....              | 13 |
| Setbacks.....                      | 14 |
| Height Information .....           | 14 |
| Parking.....                       | 14 |
| Right-of-Way.....                  | 14 |
| Subchapter F.....                  | 14 |
| Gross Floor Area .....             | 14 |
| Contact Information .....          | 15 |
| Fees.....                          | 15 |

## Property Information

**Project Address:** Physical address of the property. Please note that an address is required prior to submitting the application. Confirmation of address or to receive a new address can be done through 911 Addressing at <https://www.austintexas.gov/department/address-management-services>.

**Tax Parcel ID:** This information is located within the [Property Profile](#) tool by selecting “Appraisal District.” This will take you to the county’s appraisal district’s website. Tax Parcel ID is equivalent to the Geographic ID for Travis County Appraisal District.

**4101 SPEEDWAY**  
Jurisdiction: AUSTIN FULL PURPOSE  
Zoning: SF-3-HD-NCCD-NP  
Council District: 9  
County: TRAVIS  
Map Grid: MJ25  
[Property Profile Report](#)  
[Appraisal District](#)  
Full Street Address  
4101 SPEEDWAY  
Place ID  
250835  
ZType  
SF-3-HD-NCCD-NP

| Property                  |            |                    |                                      |
|---------------------------|------------|--------------------|--------------------------------------|
| <b>Account</b>            |            |                    |                                      |
| Property ID:              | 215779     | Legal Description: | LOT 15&16 BLK 25 HYDE PARK ADDN NO 1 |
| Geographic ID:            | 0220060501 | Zoning:            | MF4                                  |
| Type:                     | Real       | Agent Code:        | ID:1604844                           |
| Property Use Code:        |            |                    |                                      |
| Property Use Description: |            |                    |                                      |

**Legal Description:** This information is located within the [Property Profile](#) tool by selecting “Appraisal District.” This will take you to the county’s appraisal district’s website. Look for “Legal Description.”

**4101 SPEEDWAY**  
Jurisdiction: AUSTIN FULL PURPOSE  
Zoning: SF-3-HD-NCCD-NP  
Council District: 9  
County: TRAVIS  
Map Grid: MJ25  
[Property Profile Report](#)  
[Appraisal District](#)  
Full Street Address  
4101 SPEEDWAY  
Place ID  
250835  
ZType  
SF-3-HD-NCCD-NP

| Property                  |            |                    |                                      |
|---------------------------|------------|--------------------|--------------------------------------|
| <b>Account</b>            |            |                    |                                      |
| Property ID:              | 215779     | Legal Description: | LOT 15&16 BLK 25 HYDE PARK ADDN NO 1 |
| Geographic ID:            | 0220060501 | Zoning:            | MF4                                  |
| Type:                     | Real       | Agent Code:        | ID:1604844                           |
| Property Use Code:        |            |                    |                                      |
| Property Use Description: |            |                    |                                      |

**Zoning District:** This information is located within the [Property Profile](#) tool by doing a zoning search of the property.

**4101 SPEEDWAY**  
Jurisdiction: AUSTIN FULL PURPOSE  
**Zoning: SF-3-HD-NCCD-NP**  
Council District: 9  
County: TRAVIS  
Map Grid: MJ25  
[Property Profile Report](#)  
[Zoning Profile](#)  
[Appraisal District](#)  
[FloodPro](#)  
Full Street Address  
4101 SPEEDWAY  
Place ID  
250835  
ZType  
SF-3-HD-NCCD-NP

**Lot Area (sq. ft.):** This information is located within the [Property Profile](#) tool by selecting “Appraisal District.” This will take you to the county’s appraisal district’s website. Please note that this only gives a good estimate a survey is the best and most precise way to get accurate lot size.

**4101 SPEEDWAY**  
Jurisdiction: AUSTIN FULL PURPOSE  
Zoning: SF-3-HD-NCCD-NP  
Council District: 9  
County: TRAVIS  
Map Grid: MJ25  
[Property Profile Report](#)  
[Zoning Profile](#)  
**[Appraisal District](#)**  
[FloodPro](#)  
Full Street Address  
4101 SPEEDWAY  
Place ID  
250835  
ZType  
SF-3-HD-NCCD-NP

| # | Type | Description | Acres  | Sqft    | Eff Front | Eff Depth | Market Value | Prod. Value |
|---|------|-------------|--------|---------|-----------|-----------|--------------|-------------|
| 1 | LAND | Land        | 0.1498 | 6527.13 | 0.00      | 0.00      | \$350,000    | \$0         |

**Neighborhood Plan Area (if applicable):** If the zoning ends with a “NP” then the property is within a Neighborhood Plan. This information is located within the [Property Profile](#) tool by selecting “Property Profile Report.” Once the report is generated you will find the plan under “Neighborhood Planning Areas”. This information can also be found by selecting “Change visible map layers”. In the “Filter Layers” box enter “Neighborhood Planning Areas”.

**4101 SPEEDWAY**  
 Jurisdiction: AUSTIN FULL PURPOSE  
 Zoning: SF-3-HD-NCCD-NP  
 Council District: 9  
 County: TRAVIS  
 Map Grid: MJ25

[Property Profile Report](#)  
[Zoning Profile](#)  
[Appraisal District](#)  
[FloodPro](#)

Full Street Address  
 4101 SPEEDWAY

Place ID  
 250835

ZType  
 SF-3-HD-NCCD-NP

Grid: MJ25

**Planning & Zoning**  
\*Right click hyperlinks to open in a new window.

Future Land Use (FLUM): No Future Land Use Map  
 Regulating Plan: No Regulating Plan  
 Zoning: SF-3-HD-NCCD-NP  
 Zoning Cases: [C14-01-0046](#)  
[C14-01-0046.01](#)  
[C14H-2010-0019](#)  
 Zoning Ordinances: 020131-20  
[Local Historic District: 20101216-093](#)  
[20120112-086](#)  
 Zoning Overlays: **Neighborhood Conservation Combining District: HYDE PARK**  
 Neighborhood Planning Areas: HYDE PARK  
 Residential Design Standards: LDC/25-2-Subchapter F  
 Selected Sign Ordinances

Infill Options: --  
 Neighborhood Restricted Parking Areas: Central Austin Neighborhoods Planning Area  
 Committee, Hyde Park Neighborhood Assn.  
 Mobile Food Vendors: --  
 Historic Landmark: --  
 Urban Roadways: Yes

**Historic District (if applicable):** This information is located within the [Property Profile](#) tool by looking for a zoning of “HD” or “H”.

**4101 SPEEDWAY**  
 Jurisdiction: AUSTIN FULL PURPOSE  
 Zoning: SF-3-HD-NCCD-NP  
 Council District: 9  
 County: TRAVIS  
 Map Grid: MJ25

[Property Profile Report](#)  
[Zoning Profile](#)  
[Appraisal District](#)  
[FloodPro](#)

Full Street Address  
 4101 SPEEDWAY

Place ID  
 250835

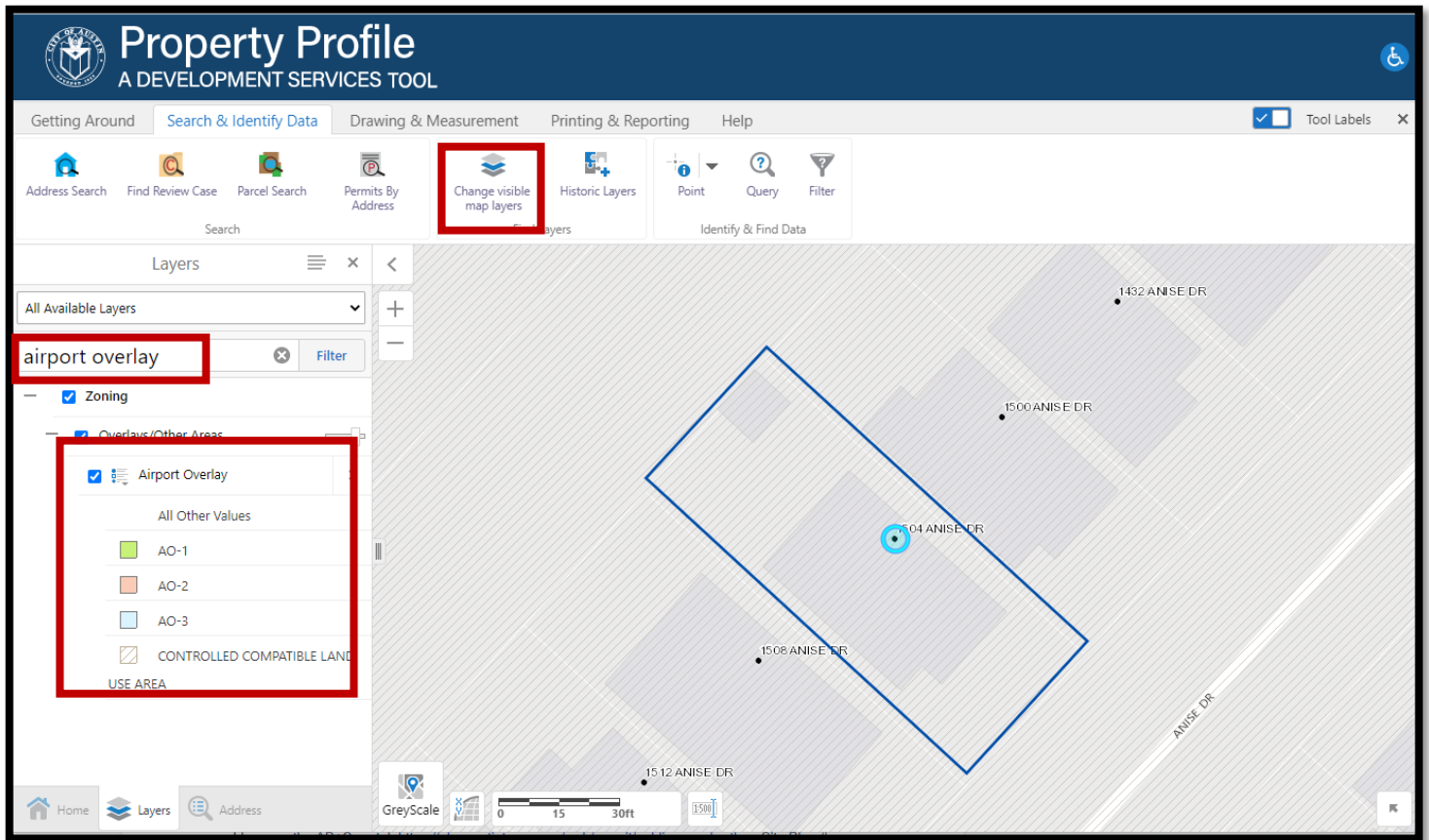
ZType  
 SF-3-**HD**-NCCD-NP

## Required Reviews

**Is project participating in S.M.A.R.T. Housing? (If yes, attach signed certification letter from NHCD, and signed conditional approval letter from Austin Energy Green Building):** Stands for Safe, Mixed-income, Accessible, Reasonably-priced, and Transit-oriented housing which is approved through the Neighborhood Housing and Community Department. Pre-approval from NHCD is required prior to submitting the application. More information can be found at <http://www.austintexas.gov/page/affordable-housing-development-funding>

**Does project have a Green Building requirement? (If yes, attach signed conditional approval letter from Austin Energy Green Building):** Austin Energy Green Building (AEGB) helps build green projects that contribute positively to the city's environmental goals and make Austin a more sustainable place to live. Pre-approval from Austin Energy is required prior to submitting the application. More information can be found at the link below. Most projects do not require an AEGB certification. S.M.A.R.T projects must have an AEGB certification. More information can be found at <https://austinenergy.com/ae/energy-efficiency/green-building/>

**Is this site within an Airport Overlay Zone? (If yes, approval through Aviation is required):** This information is located within the [Property Profile](#) tool. After inputting the address, select "Change visible map layers". In the "Filter Layers" box enter "Airport Overlay". Only sites within the solid-colored areas on the map (AO-1, AO-2, AO-3) are in the Airport Overlay Zone. If the map color changes to a solid color this will be a yes. Pre-approval from Aviation is required prior to submitting the application.

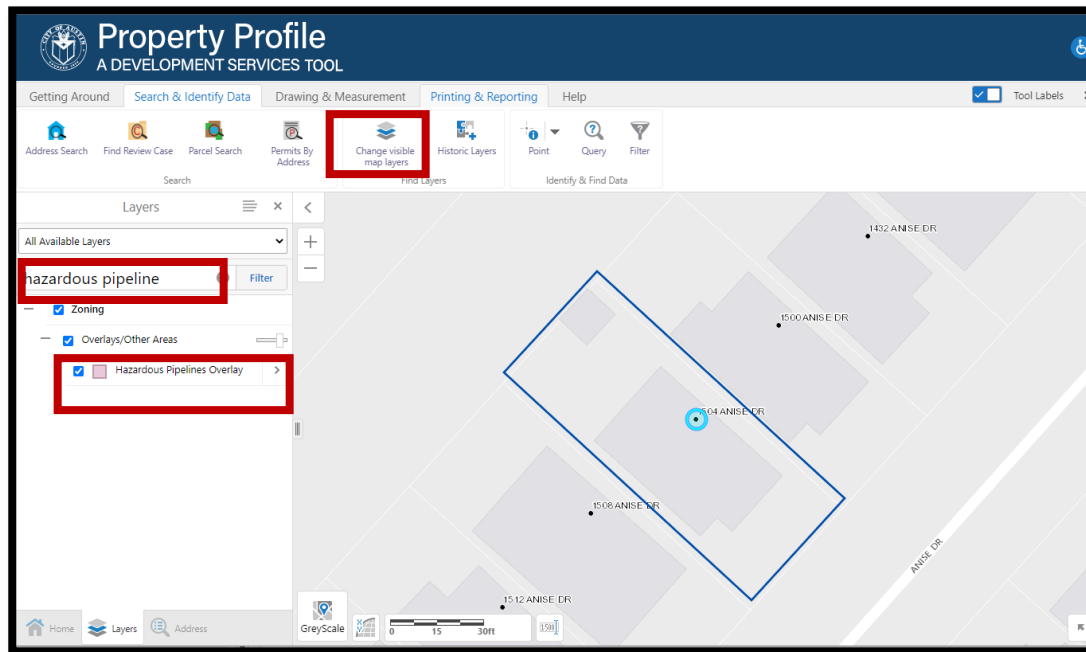


**Does this site have a septic system? (If yes, submit a copy of approved septic permit. OSSF review required):** Pre-approval from Austin Water-OSSF is required prior to submitting the application. For questions and requirements, contact Austin Water – OSSF at: [OSSF@austintexas.gov](mailto:OSSF@austintexas.gov). More information can be found <https://austintexas.gov/departmentsite-sewage-facilities>

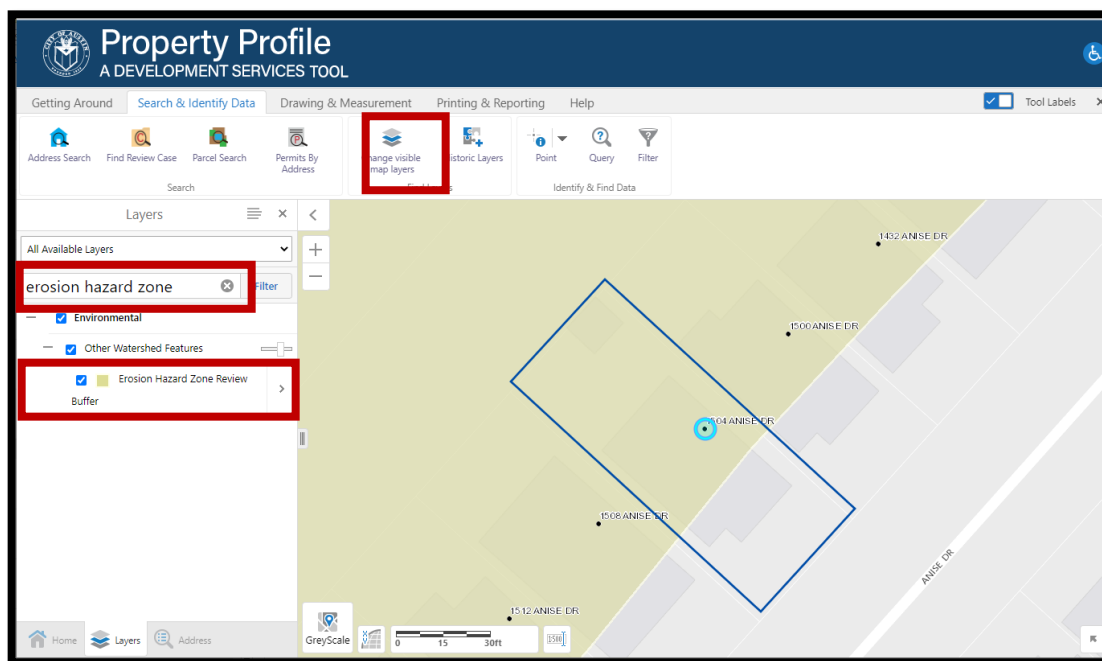
**Does the structure exceed 3,600 square feet total under roof? (If yes, Fire review is required):** Please note that the 3,600 square feet described here includes anything that is covered (e.g. porches, carports, garages, etc.). The Austin Fire Department (AFD) will be added to the review when the application is submitted. AFD Emergency Prevention Engineers review site plans, building plans, and fire protection system plans associated with new construction and/or renovations. Additional review fees will be generated. For questions and requirements, contact AFD at [fireprevention@austintexas.gov](mailto:fireprevention@austintexas.gov). More information can be found at <http://www.austintexas.gov/departmentsafd-plans-review>



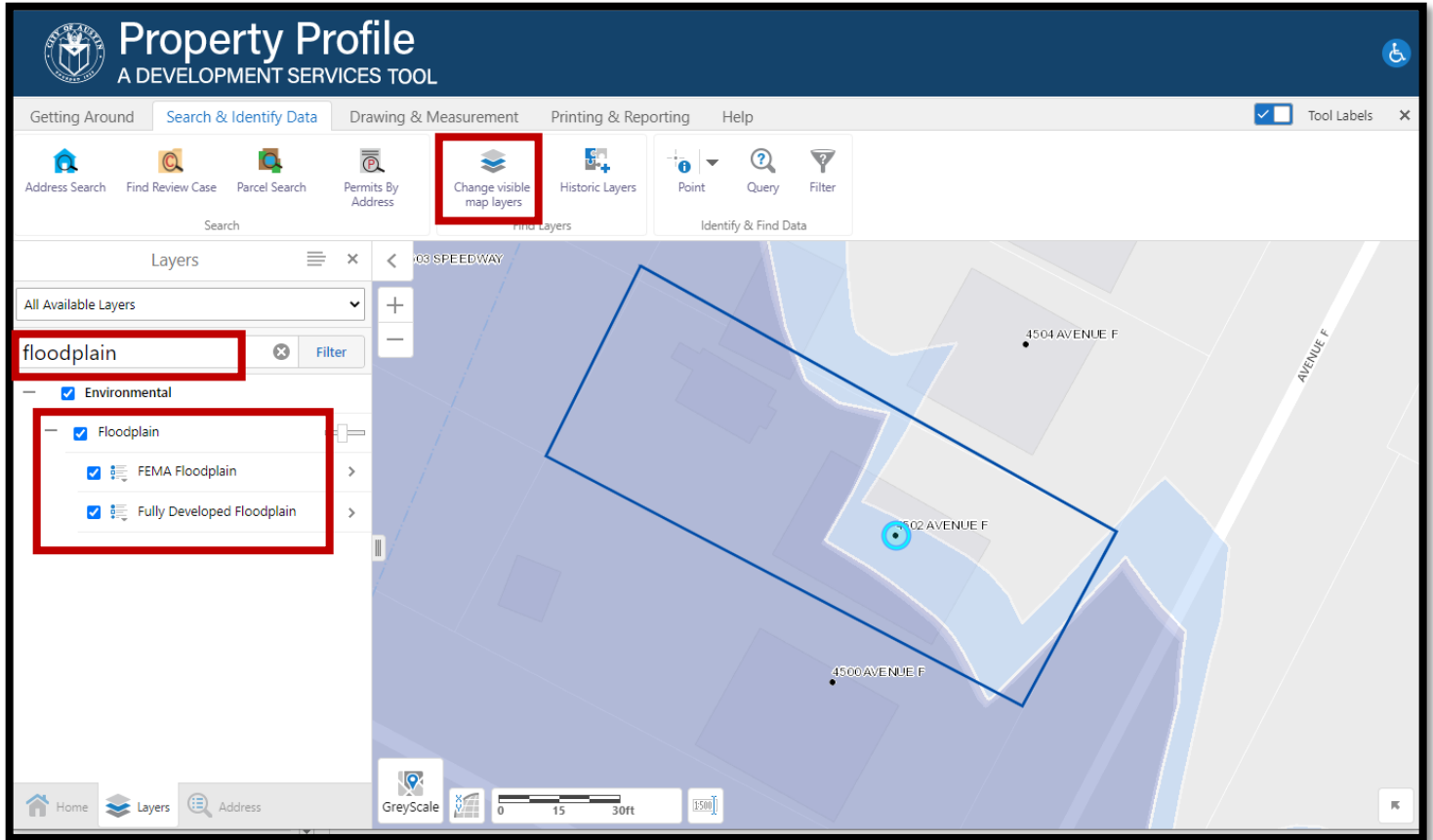
**Is this property within 200 feet of a hazardous pipeline? (If yes, Fire review is required):** This information is located within the [Property Profile](#) tool. After inputting the address, select “Change visible map layers”. In the “Filter Layers” box enter “Hazardous Pipeline Overlay”. If the map color changes this will be a yes. The Austin Fire Department (AFD) will be added to the review when the application is submitted. Additional review fees will be generated. For questions and requirements, contact AFD at [fireprevention@austintexas.gov](mailto:fireprevention@austintexas.gov).



**Is this site located within an Erosion Hazard Zone? (If yes, EHZ review is required):** This information is located within the [Property Profile](#) tool. After inputting the address, select “Change visible map layers”. In the “Filter Layers” box enter “Erosion Hazard Zone”. If the map color changes this will be a yes. Drainage Review will be added to the review when the application is submitted. Additional review fees will be generated. For questions and requirements, contact [DSDDrainageWQConsultations@austintexas.gov](mailto:DSDDrainageWQConsultations@austintexas.gov). More information on erosion hazard zone can be found at <https://www.austintexas.gov/faq/erosion-hazard-zone-criteria>



**Is this property within 100 feet of the 100-year floodplain? (Proximity to floodplain may require additional review time.):** This information is located within the [Property Profile](#) tool. After inputting the address, select “Change visible map layers”. In the “Filter Layers” box enter “Floodplain” and click “FEMA Floodplain” and “Fully Developed Floodplain”. If the map color changes this will be a “yes”. Floodplain Review will be added to the review when the application is submitted. Additional review fees will be generated. For questions and requirements, contact the Watershed Protection at [floodpro@austintexas.gov](mailto:floodpro@austintexas.gov). Find more detailed maps using [ATXfloodpro.com](http://ATXfloodpro.com).



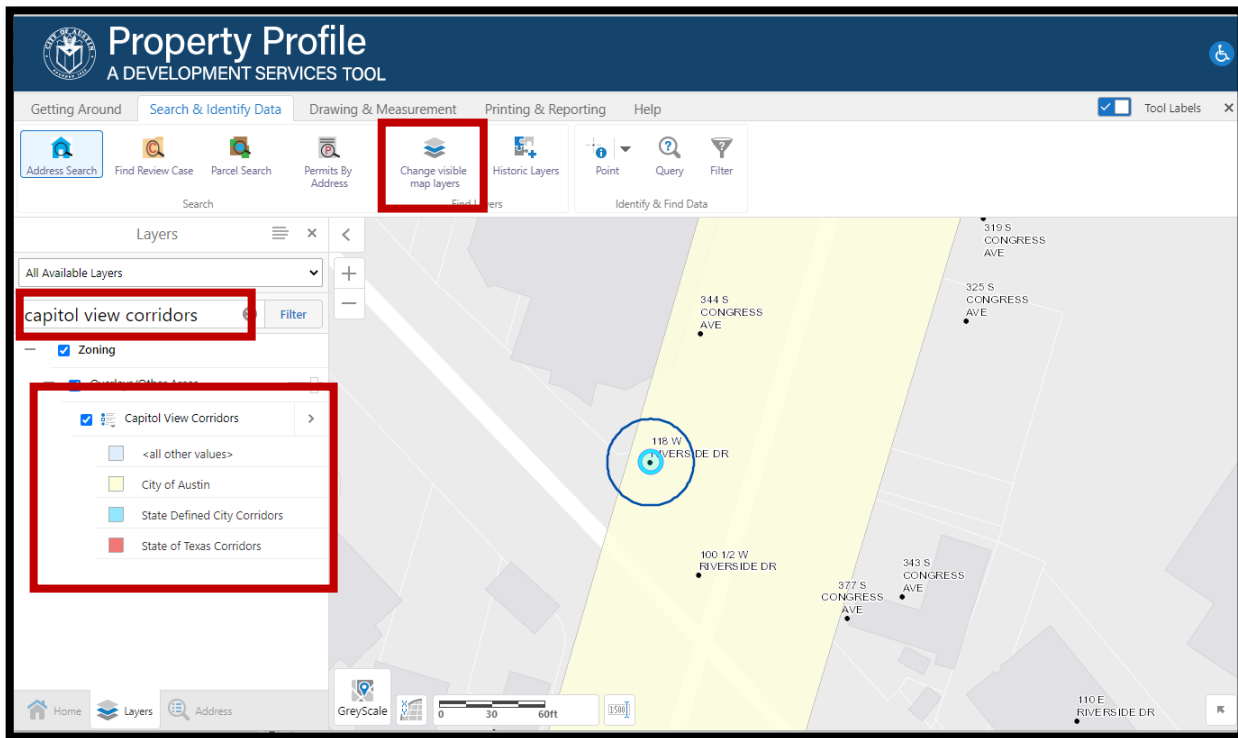
**Are there trees 19” or greater in diameter on/adjacent to the property? If yes, how many? (Provide plans with a tree survey, tree review required.):** Tree Review will be added to the review when the application is submitted. Additional review fees will be generated. More information on how to measure a tree can be found at [http://austintexas.gov/sites/default/files/files/Planning/City\\_Arborist/Tree\\_Measurement\\_Diagram.pdf](http://austintexas.gov/sites/default/files/files/Planning/City_Arborist/Tree_Measurement_Diagram.pdf) More information on protected trees can be answered by the City Arborist via email at [cityarborist@austintexas.gov](mailto:cityarborist@austintexas.gov).

**Was there a pre-development consultation for the Tree Review?** Mark yes if you have already met with staff in relation to a Tree Review.

**Proposed impacts to trees: (Check all that apply) Root zone//Canopy//Removal//None/Uncertain:** More information can be found at <http://austintexas.gov/page/tree-and-natural-area-preservation>

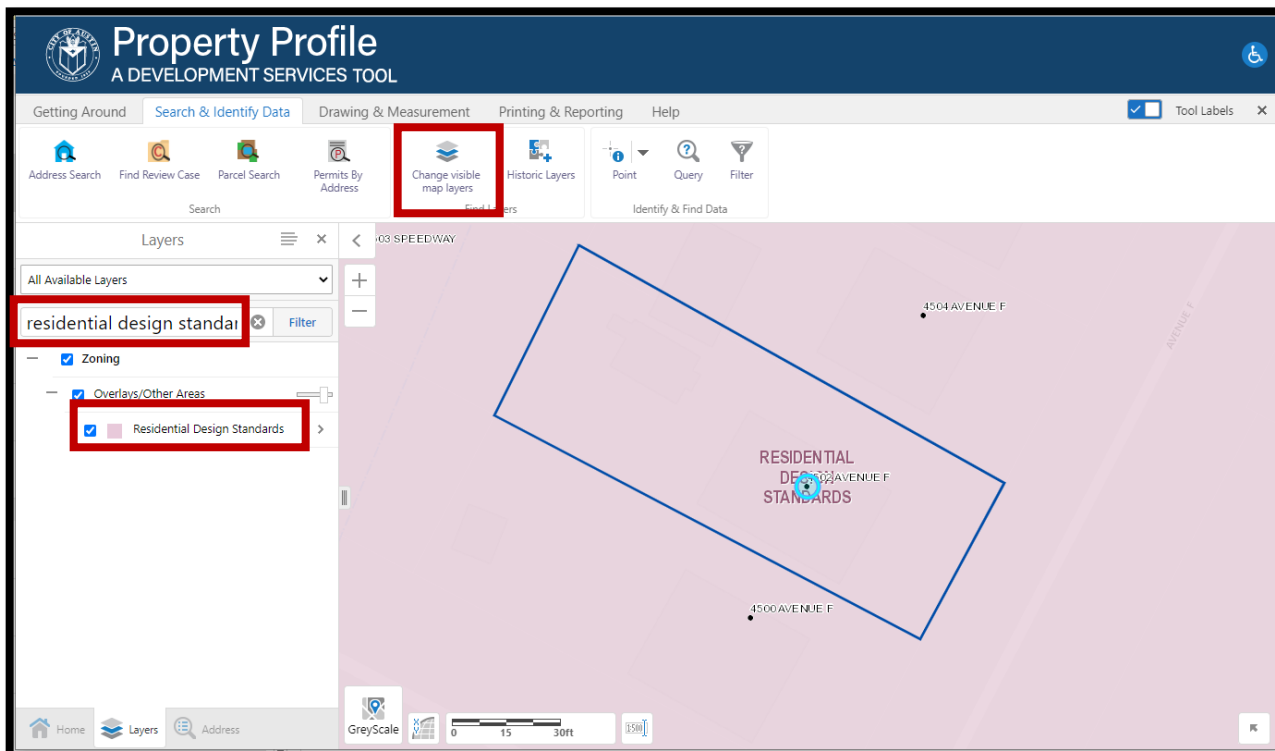
**Is this site in the Capitol View Corridor? (If yes, a preliminary review through land use is needed to determine if full view corridor review is required.):** This information is located within the [Property Profile](#) tool. After inputting the address, select “Change visible map layers”. In the “Filter Layers” box enter “Capitol View Corridor”. If the map color changes this will be a yes. Pre-approval from Land Use Review is required prior to submitting the application. Land Use Review staff can be reached via email at [LandUseReview@austintexas.gov](mailto:LandUseReview@austintexas.gov).





### Is this site within the Residential Design and Compatibility Standards Ordinance Boundary Area?

**(LDC 25-2 Subchapter F):** This information is located within the [Property Profile](#) tool. After inputting the address, select "Change visible map layers". In the "Filter Layers" box enter "Residential Design Standards". If the map color changes this will be a yes. More information on Subchapter F requirements can be found at [https://library.municode.com/tx/austin/codes/land\\_development\\_code?nodeId=TIT25LADE\\_CH25-2ZO\\_SUBCHAPTER\\_FREDECOST](https://library.municode.com/tx/austin/codes/land_development_code?nodeId=TIT25LADE_CH25-2ZO_SUBCHAPTER_FREDECOST)

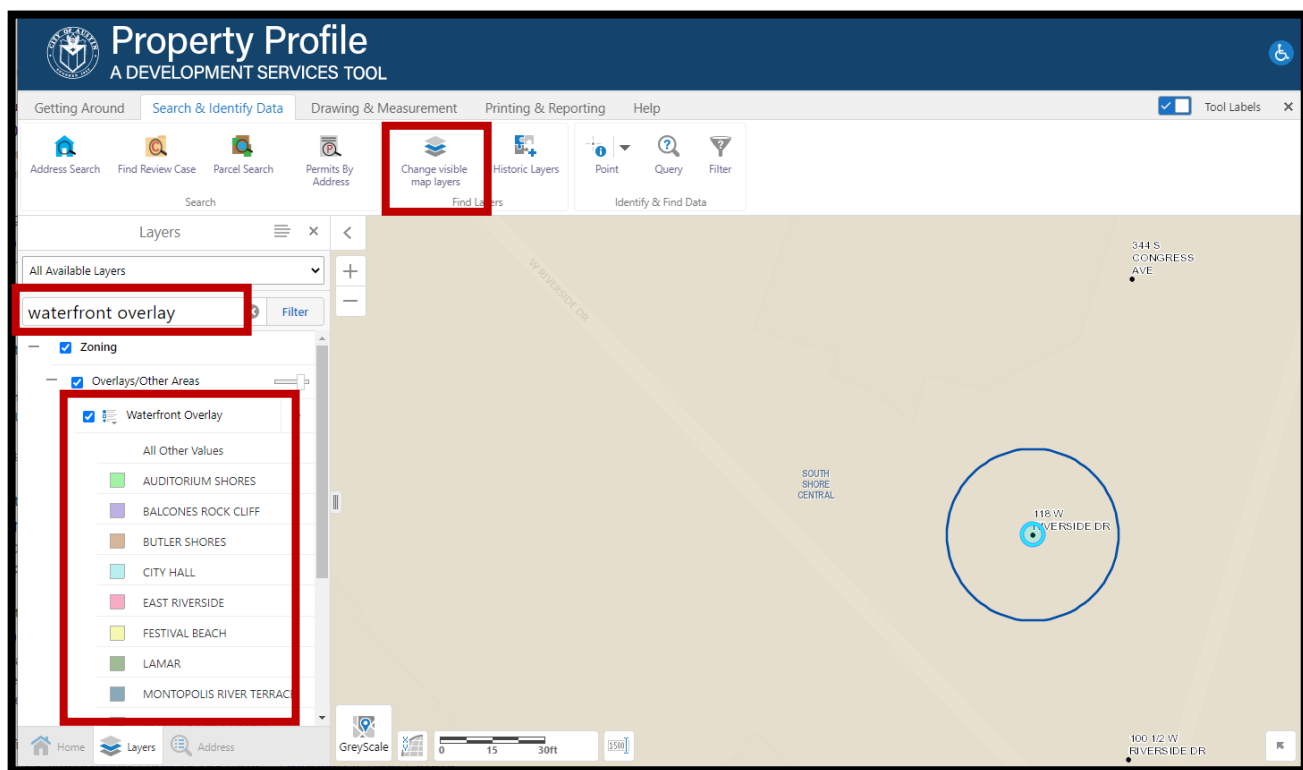


**Does this site currently have: water availability? Wastewater availability? (If no, contact Austin Water Utility at 512-972-0000 to apply for water/wastewater taps and/or service extension request.):** For more information go to <http://www.austintexas.gov/departments/taps>

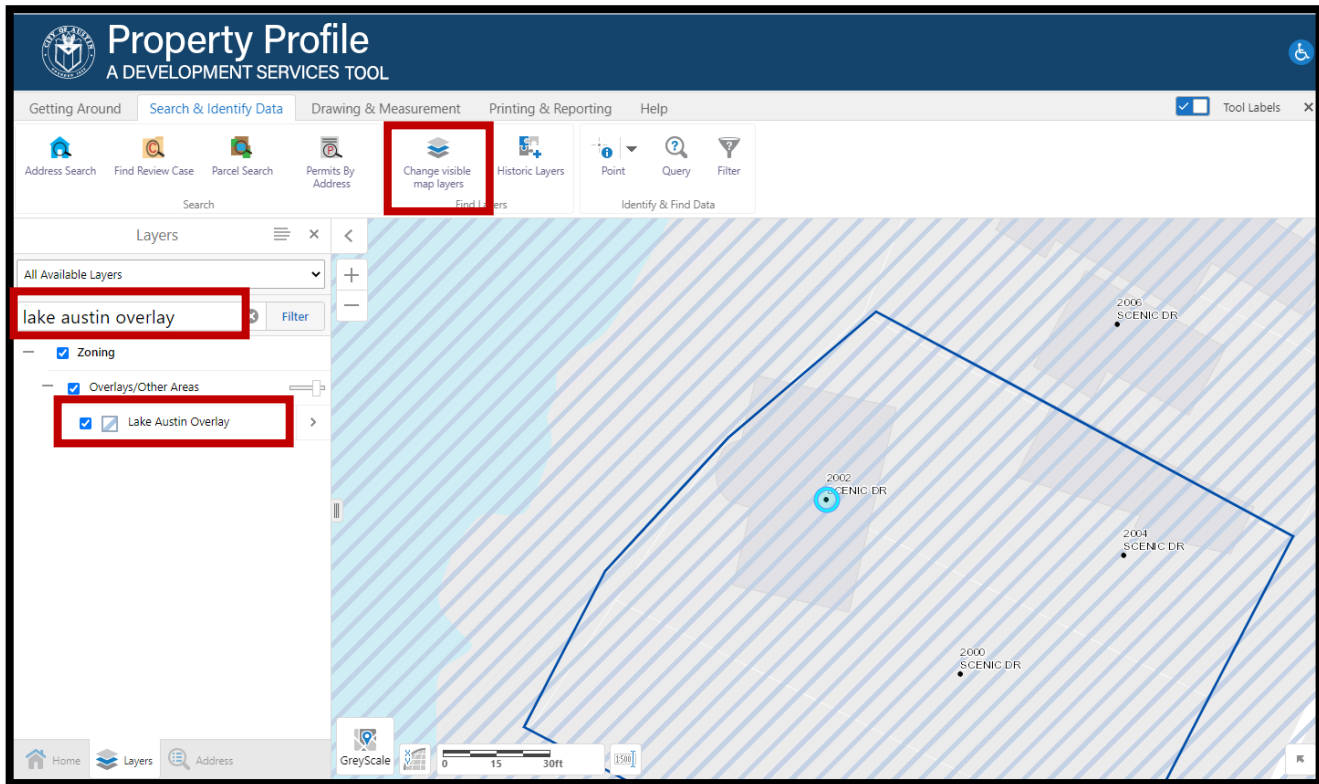
**Does this site have or will it have an auxiliary water source? (If yes, submit approved auxiliary and potable plumbing plans.): (Auxiliary water supplies are wells, rainwater harvesting, river water, lake water, reclaimed water, etc.):** For more information go to <http://www.austintexas.gov/page/auxiliary-water-source-plan-review-process>

**Does this site require a cut or fill in excess of four (4) feet? (If yes, contact the Development Assistance Center for a Site Plan Exemption):** Cut and fill is governed by the Land Development Code (LDC) [Section 25-8-341](#) (for cut) and [342](#) (for fill). [Section 25-8-341](#) (for cut) and [342](#) (for fill). Approval from Environmental Review Staff is required prior to approval of the application. They can be reached at [DSDEnvironmentalReview@austintexas.gov](mailto:DSDEnvironmentalReview@austintexas.gov).

**Is this site within the Waterfront Overlay? (LDC 25-2 Subchapter C Article 3):** In an effort to preserve Lady Bird Lake for all citizens to enjoy, the [Waterfront Overlay \(WO\) District](#) was created to promote balance between nearby urban development and the park land and shoreline of Lady Bird Lake and the Colorado River. This information is located within the [Property Profile](#) tool. After inputting the address, select "Change visible map layers". In the "Filter Layers" box enter "Waterfront Overlay". If the map color changes, this will be a yes.



**Is this site within the Lake Austin Overlay? Y N (LDC 25-2-180, 25-2-647):** This information is located within the [Property Profile](#) tool. After inputting the address, select “Change visible map layers”. In the “Filter Layers” box enter “Lake Austin Overlay”. If the map color changes this will be a yes.



**Does this site front a paved street? (If no, contact Development Assistance Center for Site Plan requirements.):** For more information contact Development Assistance Center via email [dsddac@austintexas.gov](mailto:dsddac@austintexas.gov) or call 512-974-6370.

**Is this site adjacent to a paved alley? (Public Works approval required to take access from a public alley.):** Public Works approval is required ONLY if the proposed project will be accessed from the alley. A separate application may be required to receive approval.

**Does this site have a Board of Adjustment (BOA) variance? Case # (if applicable) (If yes, provide a copy of decision sheet. Note: A permit cannot be approved within 10 days of approval of a variance from BOA.):** For more information, go to <https://www.austintexas.gov/content/board-adjustment> or reach out to [DSDDAC@austintexas.gov](mailto:DSDDAC@austintexas.gov). Please note that once a variance has been approved you have one year to submit the project application. After one year, the variance will expire and BOA approval will need to be granted again.

### **Description of Work**

**Is Total New/Added Building Area > 5,000 sq. Ft.? (If yes, construction material recycling is required per LDC 25-11-39):** Please note, that the 5,000 square foot thresholds includes porches, garages, and carports. For more information on LDC 25-11-39 go to [https://library.municode.com/tx/austin/codes/code\\_of\\_ordinances?nodeId=TIT25LADE\\_CH25-11BUDEREPESPREHIST\\_ART2BUDEPE\\_DIV1BUDEPEGE\\_S25-11-39CODEMADIRE](https://library.municode.com/tx/austin/codes/code_of_ordinances?nodeId=TIT25LADE_CH25-11BUDEREPESPREHIST_ART2BUDEPE_DIV1BUDEPEGE_S25-11-39CODEMADIRE)

**Existing Use:** Select the best description of the existing use of the property. Existing use means what is currently on the property.  
Vacant – there is no structure on the property

Single-family residential – only one unit is existing on the property

Duplex residential – two units that share a common wall exist on the property

Two-family residential – two units that are detached or do not share a common wall exist on the property

Other

**Proposed Use:** Select the best description of the proposed use of the property. Proposed use means what will be on the property once the proposed improvements within this application are approved and construction is complete.

Vacant – all existing structures will be removed from the property

Single-family residential – only one unit will exist on the property when construction is complete

Duplex residential – two units that share a common wall will exist on the property when construction is complete

Two-family residential – two units that are detached or do not share a common wall will exist when construction is complete

Other

**Project Type:** What is proposed on the property with this application?

New construction – adding a new structure or unit

Addition – only adding square footage to an existing structure or unit; the existing structure will remain the same

Addition/remodel – adding to an existing structure or unit and remodeling the existing structure

Other: Please be aware this application is specifically for New Construction and Addition permits. If you are selecting “Other”, please consult with staff to verify if this is the correct application.

**Will all or part of an existing exterior wall, structure, or roof be removed as part of the project?**

**(Notes: Removal of all or part of a structure requires a Demolition Permit Application per LDC 25-11-37. A demo permit is not required for the removal of all or part of an interior wall, floor or ceiling):** If yes, approval from Historic Preservation may be required prior to approval of this application. Historic Preservation can be reached via email at [Preservation@austintexas.gov](mailto:Preservation@austintexas.gov). For more information on demolition permit requirement go to [https://library.municode.com/tx/austin/codes/code\\_of\\_ordinances?nodeId=TIT25LADE\\_CH25-11BUDEREPESPREHIST\\_ART2BUDEPE\\_DIV1BUDEPEGE\\_S25-11-37DEPERE](https://library.municode.com/tx/austin/codes/code_of_ordinances?nodeId=TIT25LADE_CH25-11BUDEREPESPREHIST_ART2BUDEPE_DIV1BUDEPEGE_S25-11-37DEPERE)

**# existing bedrooms:**

**# bedrooms upon completion:**

**# baths existing:**

**# baths upon completion:** Please note, that if the total number of baths on the property will be more than three, Austin Water approval is required. Please note powder rooms or half baths as 0.5 baths. Austin Water can be reached via email at [awtaps@austintexas.gov](mailto:awtaps@austintexas.gov).

**Project Description: (Note: Please provide thorough description of project. Attach additional**

**pages as necessary.):** Include all proposed work that will occur during construction. If work is constructed that is not included in the project description, delays and additional fees may occur.

**Trades Permits Required (Check as applicable):**

Electric

Plumbing

Mechanical (HVAC)

Concrete (R.O.W.)

Trade permits are required if your project includes specialized work like changes to electrical wiring, plumbing, or heating and cooling. Trade permits may be required to be obtained by licensed professionals. You need a trade permit if your project includes:

- adding or moving an electrical outlet or fixture,
- installing HVAC,
- moving or adding a plumbing utility,
- or installing a new hot water heater.

### **Total Remodeled Floor Area (if applicable)**

**Square footage (work within existing habitable square footage)**

### **Job Valuation – For Properties in a Floodplain Only**

**Total Job Valuation: (Note: The total job valuation should be the sum total of all valuations noted to the right. Labor and materials only, rounded to nearest dollar.)**

**Amount for Primary Structure:** Elec: | Plmbg: | Mech:

**Amount for Accessory Structure:** Elec: | Plmbg: | Mech:

### **Site Development Information**

**Area Description (Note: Provide a separate calculation for each distinct area. Attach additional sheets as necessary. Measurements are to the outside surface of the exterior wall.)**

The Calculation Aid on page 7 of this application is to be used to complete the following calculations and to provide additional information.

The Site Development Regulation requirements including maximum building coverage, maximum impervious cover, and minimum setbacks for the property can be found within the table in [LDC 25-2-492](#). The requirements are based on the zoning of the property.

### **Building Coverage Information**

Note: Building Coverage means the area of a lot covered by buildings or roofed areas, but excludes ground-level paving, landscaping, open recreational facilities, incidental projecting eaves, balconies, and similar features. Pools, ponds, and fountains are not included in this measurement. ([LDC 25-1-21](#)).

The [Building and Impervious Cover Calculation Aid \(XLS\)](#) can be used to help with this calculation.

Total Building Coverage (sq ft): - Combine the total square footage from all buildings from the “Area Description” together for the total building coverage.

% of lot size ((Total Building Coverage in sq.ft./Total LotArea in sq.ft.)\*100):

### **Impervious Cover Information**

Note: Impervious cover is the total horizontal area of covered spaces including building coverage, paved areas, walkways, and driveways. The term excludes pools, ponds, fountains, and areas with gravel placed over pervious surfaces that are used only for landscaping or by pedestrians. For an uncovered wood deck that has drainage spaces between the deck boards and that is located over a pervious surface, 50 percent of the horizontal area of the deck is included in the measurement of impervious cover. ([LDC 25-1-23](#)).

The [Building and Impervious Cover Calculation Aid \(XLS\)](#) can be used to help with this calculation.

Total Impervious Cover (sq ft):

% of lot size ((Impervious Cover in sq.ft./Total Lot Area in sq.ft.)\*100):

## Setbacks

Setbacks for the property are based on the properties zoning. The setbacks can be found within the table in [LDC 25-2-492](#) based on the associated zoning.

Are any existing structures on this site a non-compliant structure based on a yard setback requirement? ([LDC 25-2-492](#))

Does any structure (or an element of a structure) extend over or beyond a required yard? ([LDC 25-2-513](#))

Is front yard setback averaging being utilized on this property? ([LDC 25-2, Subchapter F, Sec. 2.3 or 25-2-778](#))

## Height Information ([LDC 25-1-21](#) or [25-2 Subchapter F, Section 3.4](#))

Building Height: \_\_\_\_\_ ft \_\_\_\_ in

Number of Floors:

**Parking ([LDC 25-6 Appendix A & 25-6-478](#))** – The minimum dimensions of a parking space on the property is 8 ½ feet in wide by 17 feet in length.

# of spaces required:

# of spaces provided:

## Right-of-Way Information

Is a sidewalk required for the proposed construction? ([LDC 25-6-353](#)) \*Sidewalks are to be installed on any new construction of a single family, two-family or duplex residential structure and any addition to an existing building that increases the building's gross floor area by 50 % or more. – A sidewalk permit will be issued with the building permit unless the sidewalk requirement has been addressed with payment ([LDC 25-6-354](#)) or waived [LDC 25-6-353](#)).

Will a Type I driveway approach be installed, relocated, removed or repaired as part of this project? – If the street proposed for access does not have a curb and gutter, a variance is required from Public Works for a temporary type III driveway. Contact Public Works at [Public.Works@austintexas.gov](mailto:Public.Works@austintexas.gov) to submit the variance for a type III driveway, if applicable

Width of approach (measured at property line): \_\_\_\_\_ ft

Distance from intersection (for corner lots only): \_\_\_\_\_ ft – a residential type I driveway is required to be a minimum distance of 50 feet or 60% of the property frontage from the intersecting right-of-way lines, whichever is less per TCM

Are storm sewer inlets located along the property or within ten feet of the boundaries of the property? (If driveway is located within ten feet of driveway, Drainage review is required)

## Subchapter F

### Gross Floor Area

This section is only required for projects located within the Residential Design and Compatibility Standards Ordinance Boundaries as defined and illustrated in [Title 25-2 Subchapter F](#) of the Land Development Code. The Gross Floor Area of each floor is measured as the area contained within the outside edge of the exterior walls.

(Total Gross Floor Area ÷ Lot Area) x 100 = \_\_\_\_\_ Floor-To-Area Ratio (FAR)

Is a sidewall articulation required for this project? (Yes, if: a wall, 15' tall or higher, within 9 feet of a side property line extends further than 36 feet in length per article 2.7.1)

Does any portion of the structure extend beyond a setback plane/exemption exhibit (aka "tent")? (If Yes, indicate applicable section of Subchapter F and length of protrusion on the drawings.)



## **Contact Information**

**Owner:** The property owner

**Applicant/Agent:** If applicable, the person authorized by the owner to act on the owner's behalf during the processing and presentation of the application request. They shall be the principal contact with the City in processing this application.

**General Contractor:** General Contractors do not have to be licensed, however, they must register with the City of Austin prior to pulling the first permit. A General Contractor can be the owner of the property.

**Design Professional:** An architect, engineer, and/or certified building designer, duly licensed for **professional** practice, who may be employed by an owner for the purpose of **designing** a project.

## **Fees**

Regarding fees, our office does not provide specifics on fees as the total amount can vary greatly from project to project. Broadly speaking, we are an enterprise fund (i.e. not funded by taxpayer dollars), so everything is cost of service. All of our fee schedules can be found here: <https://www.austintexas.gov/departments/fees-1>.

Overall, there are fees related to:

- Application Processing Fee
- Plan Review Fee: This will depend on the application submitted. Additionally, fees might be incurred if other discipline reviews are triggered (i.e. tree review, floodplain review, etc.) and if revisions are needed, or if the plans need to be resubmitted.
- Activation of Permits: The scope of work will depend on the type of permits needed. Permit fees are based off square footage.
- Scheduling Inspections: While paying to active the permit pays for the inspection, re-inspection fees are charge each time (1) work is not complete; (2) corrections from prior deficiency were not completed; or (3) the site is not accessible.